



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention - Business Compliance Division

# **BWP HW 27** Permit Modification for Hazardous Waste Transporter and Class B(4) Regulated Recyclable Materials Transporter Permits **Instructions and Supporting Materials**

---

## Table of Contents

- introduction
- guidance
- permit fact sheet
- completeness checklist
- DEP addresses and phone numbers
- Application Forms

## Introduction

DEP *Permit Applications*, as well as *Instructions & Support Materials*, are available for download from the DEP Web site at [mass.gov/dep](http://mass.gov/dep) in two file formats: Microsoft Word and Adobe Acrobat PDF. Either format allows documents to be printed.

*Instructions & Support Materials* files in Microsoft Word format contain a series of documents that provide guidance on how to prepare a permit application. Although we recommend that you print out the entire package, you may choose to print specific documents by selecting the appropriate page numbers for printing.

*Permit Applications* in Microsoft Word format must be downloaded separately. Users with Microsoft Word 97 or later may complete these forms electronically.

Permitting packages in Adobe Acrobat PDF format combine *Permit Applications* and *Instructions & Support Materials* in a single document. Adobe Acrobat PDF files may only be viewed and printed without alteration. *Permit Applications* in this format may not be completed electronically.



## BWP HW 27 Guidance

---

### Bureau of Waste Prevention Guidance

The purpose of this modification is to allow a hazardous waste transporter or a precious metals Class B(4) Regulated Recyclable Materials (RRM) transporter to modify its license/permit without having to apply for a new license.

In August 2000, the Department streamlined its hazardous waste transporter program. It collapsed three categories of minor and major modifications to one category to be referred to as "BWPHW27". The Department's permits administration program (under 310 CMR 4.00, titled "Timely Action Schedule and Fee Provisions") now specifies the following processing timelines:

- T1= 30 days; initial technical review
- Applicant Response Time to Initial Technical Review = 30 days
- T2 = 30 days; final review

Hazardous Waste Transporter License modifications and Precious Metals Class B(4) RRM Transporter License modifications are now classified as "presumptive approval" modifications instead of being considered full permit modifications. A presumptive approval modification becomes effective 30 days after the Department has received the application (i.e., after the date that either the Department signs the certified mail receipt, or the applicant hand delivers the application (and receives a signed receipt)) unless the Department notifies the applicant within the 30 day T1 period. Notification may be in the form of a deficiency letter, if during the 30-day technical review period described above, the Department identifies deficiencies or determines that a modification change requires further Department review. The applicant then has 30 days to respond to any identified deficiencies. The Department then has 30 days from receipt of the applicant's response to either issue or deny the modification in writing.

The processing fee for a license modification is \$150. Payment is made through the use of the Transmittal Form enclosed in the application package.

BWPHW27 modifications typically include changes to address, EPA Identification Number, telephone number, waste categories/codes (for hazardous waste transporters licensed for all hazardous waste categories, waste category/code changes would not apply), and modifications which do not constitute 30.828 license transfers. Modifications which do not constitute 30.828 license transfers may include a name change, stock transfer (>5% equity/liability), or a new owner/operator. If you have any questions regarding your modification, or you think that you have a modification that involves a name change, stock transfer (>5% equity/liability), or change in owners or operator, we advise you to contact the Department's BWP Business Compliance Division at 617-292-5576 prior to submitting your modification request to the Department. The Department will then offer you guidance as to whether to proceed with a modification request, or rather submit an application for a new license as a new licensee. Please note that you must submit your license modification application by hand delivery with receipt or by certified mail.

The Department's Division of Business Compliance staff conducts informal help sessions at the Department's One Winter Street, Boston office to assist transporter licensees and license applicants in filling out their applications and to help reduce review and response timelines. In the help session, Boston staff will discuss the following:

- each portion of the transporter application
- the streamlined transporter licensing program, including:
  - revisions to the hazardous waste and fees regulations,
  - transporter application packages, and
  - license modification requirements;
- common mistakes typically made in applications, and,
- issues such as compliance checks, nondisclosure, and responses to requests for information.

If you are interested in attending a help session or are in need of assistance in completing your modification application, you may contact me in the Business Compliance Division at (617) 292-5576.



## BWP HW 27 Permit Fact Sheet

---

<b>Permit Name</b>	Permit Modification for Hazardous Waste Transporter License and Class B(4) Regulated Recyclable Material (RRM) Transporter License
<b>Permit Code</b>	BWP HW27
<b>Purpose of DEP Permit, license or approval</b>	To allow hazardous waste transporters and transporters of precious metals Class B(4) Regulated Recyclable Materials (RRM) to modify their licenses without having to apply for a new license. These modification include changes to address, EPA ID number, telephone number, or waste categories/codes, and modifications that do not constitute 30.828 license transfers. Modifications that do not constitute 30.828 license transfers may include a name change, stock transfer (>5% equity/liability), or any new owner/operator. If the modification might constitute a license transfer under 310 CMR 30.828, then you should contact the Department prior to submitting a modification. At that time, the Department will advise you if this modification is appropriate.
<b>DEP unit conducting permit review</b>	Bureau of Waste Prevention, Business Compliance Division Hazardous Waste Transporter Program One Winter Street Boston, MA 02108 617-292-5576
<b>Who must apply</b>	Any Massachusetts licensed hazardous waste transporter or transporter of Precious Metals Class B(4) RRM who wishes to modify its license as described above.
<b>Required documentation</b>	Each application for modification to a Hazardous Waste Transporter License or Precious Metals Class B(4) RRM Transporter License must include a complete description of all proposed amendments to the current Hazardous Waste Transporter License or Precious Metals Class B(4) RRM Transporter License.
<b>Fees</b>	<ul style="list-style-type: none"><li>• An application fee of \$230 is due when the modification application is submitted.</li><li>• There is no annual compliance fee associated with this license modification.</li></ul>
<b>Review Timeline</b>	If Department does not respond to a BWP HW27 application within 30 days of receipt of the application and payment of the application fee, the modification becomes effective. A second 30-day technical review period will be conducted only if necessary.
<b>How long is the modification valid?</b>	The modification is in effect for the duration of the original license.



## BWP HW 27 Permit Fact Sheet

---

**What regulations  
apply?**

Applicable regulations include, but are not limited to:

- Hazardous Waste Regulations, 310 CMR 30.00  
(in particular sections 30.010, 30.274, 30.275, 30.400, and 30.800)
- Timely Action and Fee Schedule Provisions, 310 CMR 4.00.

These may be purchased at:

State Bookstore  
Massachusetts State House  
Room 116  
Boston, MA 02133  
617-727-2834

State Bookstore  
436 Dwight Street, Room 102  
Springfield, MA 01103  
413-784-1376



Massachusetts Department of Environmental Protection  
Bureau of Waste Prevention - Business Compliance Division

# BWP HW 27 Application Completeness Check List

---

To submit an application to DEP, follow the steps described below:

- | Step                        | Action   |
|-----------------------------|--|
| 1. <input type="checkbox"/> | Complete a DEP Transmittal Form  |
| 2. <input type="checkbox"/> | Complete the BWP HW27 Application Form, including all specified information.   |
| 3. <input type="checkbox"/> | Submit a complete copy of the application package including<br>The Transmittal Form and a BWP HW27 Application Form with the specified<br>attachment to:<br><br><p style="text-align: center;">Bureau of Waste Prevention, Business Compliance Division<br/>Hazardous Waste Transporter Program<br/>One Winter Street, 9<sup>th</sup> Floor<br/>Boston, MA 02108</p> |
| 4. <input type="checkbox"/> | Submit the application fee of \$230 in the form of a check or money order payable to<br>the Commonwealth of Massachusetts along with a photocopy of the DEP Transmittal<br>Form to:<br><br><p style="text-align: center;">Department of Environmental Protection<br/>Revenue Office<br/>P.O. Box 4062<br/>Boston, MA 02211</p>                                       |
| 5. <input type="checkbox"/> | Retain a copy of the complete application package for your files.  |

**For assistance  
with this  
application**

Contact the Bureau of Waste Prevention, Business Compliance Division at:  
617-292-5576



# Addresses and Phone Numbers

DEP Boston  
 One Winter Street  
 Boston, MA 02108  
 Telephone: (617) 292-5500  
 Fax: (617) 556-1049  
 TDD: (617) 574-6868

William X. Wall Experiment Station  
 37 Shattuck Street  
 Lawrence, MA 01843  
 Fax: (978) 688-0352  
*Division of Environmental Analysis*  
 Telephone: (978) 682-5237  
*Air Quality Surveillance*  
 Telephone: (978) 975-1138

Office of Watershed  
 Management  
 627 Main Street  
 Worcester, MA 01608  
 Telephone: (508) 792-7470  
 Fax: (508) 839-3469

Millbury Training Center  
 Route 20 Millbury, MA 01527  
 Telephone: (508) 368-5600  
 Fax: (508) 755-9253  
*Residuals Sludge Management*  
 Telephone: (508) 368-5606  
*WWT Operator Certification*  
 Telephone: (508) 368-5698

DEP Western Region  
 436 Dwight Street  
 Suite 402  
 Springfield, MA 01103  
 Phone: (413) 784-1100  
 Fax: (413) 784-1149



Adams	Colrain	Hampden	Monroe	Pittsfield	Tyringham
Agawam	Conway	Hancock	Montague	Plainfield	Wales
Alford	Cummington	Hatfield	Monterey	Richmond	Ware
Amherst	Dalton	Hawley	Montgomery	Rowe	Warwick
Ashfield	Deerfield	Heath	Monson	Russell	Washington
Becket	Easthampton	Hinsdale	Mount Washington	Sandisfield	Wendell
Belchertown	East Longmeadow	Holland	New Ashford	Savoy	Westfield
Bernardston	Egremont	Holyoke	New Marlborough	Sheffield	Westhampton
Blandford	Erving	Huntington	New Salem	Shelburne	West Springfield
Brimfield	Florida	Lanesborough	North Adams	Shutesbury	West Stockbridge
Buckland	Gill	Lee	Northampton	Southampton	Whately
Charlemont	Goshen	Lenox	Northfield	South Hadley	Wilbraham
Cheshire	Granby	Leverett	Orange	Southwick	Williamsburg
Chester	Granville	Leyden	Otis	Springfield	Williamstown
Chesterfield	Great Barrington	Longmeadow	Palmer	Stockbridge	Windsor
Chicopee	Greenfield	Ludlow	Pelham	Sunderland	Worthington
Clarksburg	Hadley	Middlefield	Peru	Tolland	

DEP Central Region  
 627 Main Street  
 Worcester, MA 01608  
 Phone: (508) 792-7650  
 Fax: (508) 792-7621  
 TDD: (508) 767-2788



Acton	Charlton	Hopkinton	Millbury	Rutland	Uxbridge
Ashburnham	Clinton	Hubbardston	Millville	Shirley	Warren
Ashby	Douglas	Hudson	New Braintree	Shrewsbury	Webster
Athol	Dudley	Holliston	Northborough	Southbridge	Westborough
Auburn	Dunstable	Lancaster	Northbridge	Southbridge	West Boylston
Ayer	East Brookfield	Leicester	North Brookfield	Spencer	West Brookfield
Barre	Fitchburg	Leominster	Oakham	Sterling	Westford
Bellingham	Gardner	Littleton	Oxford	Stow	Westminster
Berlin	Grafton	Lunenburg	Paxton	Sturbridge	Winchendon
Blackstone	Groton	Marlborough	Pepperell	Sutton	Worcester
Bolton	Harvard	Maynard	Petersham	Templeton	
Boxborough	Hardwick	Medway	Phillipston	Townsend	
Boylston	Holden	Mendon	Princeton	Tyngsborough	
Brookfield	Hopedale	Millford	Royalston	Upton	

DEP Southeast Region  
 20 Riverside Drive  
 Lakeville, MA 02347  
 Phone: (508) 946-2700  
 Fax: (508) 947-6557  
 TDD: (508) 946-2795



Abington	Dartmouth	Freetown	Mattapoisett	Provincetown	Tisbury
Acushnet	Dennis	Gay Head	Middleborough	Raynham	Truro
Attleboro	Dighton	Gosnold	Nantucket	Rehoboth	Wareham
Avon	Duxbury	Halifax	New Bedford	Rochester	Wellfleet
Barnstable	Eastham	Hanover	North Attleborough	Rockland	West Bridgewater
Berkley	East Bridgewater	Hanson	Norton	Sandwich	Westport
Bourne	Easton	Harwich	Norwell	Scituate	West Tisbury
Brewster	Edgartown	Kingston	Oak Bluffs	Seekonk	Whitman
Bridgewater	Fairhaven	Lakeville	Orleans	Sharon	Wrentham
Brockton	Fall River	Mansfield	Pembroke	Somerset	Yarmouth
Carver	Falmouth	Marion	Plainville	Stoughton	
Chatham	Foxborough	Marshfield	Plymouth	Swansea	
Chilmark	Franklin	Mashpee	Plympton	Taunton	

DEP Northeast Region  
 1 Winter Street  
 Boston, MA 01887  
 Phone: 617-654-6500



Amesbury	Chelmsford	Hingham	Merrimac	Quincy	Wakefield
Andover	Chelsea	Holbrook	Methuen	Randolph	Walpole
Arlington	Cohasset	Hull	Middleton	Reading	Waltham
Ashland	Concord	Ipswich	Millis	Revere	Watertown
Bedford	Danvers	Lawrence	Milton	Rockport	Wayland
Belmont	Dedham	Lexington	Nahant	Rowley	Wellesley
Beverly	Dover	Lincoln	Natick	Salem	Wenham
Billerica	Dracut	Lowell	Needham	Salisbury	West Newbury
Boston	Essex	Lynn	Newbury	Saugus	Weston
Boxford	Everett	Lynnfield	Newburyport	Sherborn	Westwood
Braintree	Framingham	Malden	Newton	Somerville	Weymouth
Brookline	Georgetown	Manchester-By-The-Sea	Norfolk	Stoneham	Wilmington
Burlington	Gloucester	Marblehead	North Andover	Sudbury	Winchester
Cambridge	Groveland	Medfield	North Reading	Swampscott	Winthrop
Canton	Hamilton	Medford	Norwood	Tewksbury	Woburn
Carlisle	Haverhill	Melrose	Peabody	Topsfield	



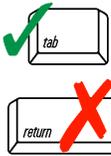
**Massachusetts Department of Environmental Protection**  
 Bureau of Waste Prevention – Business Compliance Division  
**BWP HW 27 Permit Application**  
 Permit Modification for Hazardous Waste Transporter License or  
 ClassB (4) Regulated Recyclable Material (RRM) Transporter License

Transmittal Number \_\_\_\_\_

Facility ID (if known) \_\_\_\_\_

**A. General Information**

**Important:**  
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant Information:

\_\_\_\_\_  
 Legally Responsible Official

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Street Address/PO Box

\_\_\_\_\_  
 City/Town

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

\_\_\_\_\_  
 e-mail address (optional)

\_\_\_\_\_  
 Telephone Number

2. Preparer Information:

\_\_\_\_\_  
 Individual Preparing this Application

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Street Address/PO box

\_\_\_\_\_  
 City/Town

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip Code

\_\_\_\_\_  
 e-mail address (optional)

\_\_\_\_\_  
 Telephone Number

The applicant is the firm or individual needing a DEP approval or determination

3. Facility or Regulated Activity:

\_\_\_\_\_  
 DEP or FMF Facility ID # (if known)

\_\_\_\_\_  
 EPA ID #

\_\_\_\_\_  
 U.S. DOT #

\_\_\_\_\_  
 MA Hazardous Waste Transporter License # or  
 Precious Metals Class B(4) RRM Transporter License #

If prepared by the applicant, enter "same as #1," and move on to item 3, otherwise please complete all items



Massachusetts Department of Environmental Protection

Bureau of Waste Prevention – Business Compliance Division

BWP HW 27 Permit Application

Permit Modification for Hazardous Waste Transporter License or ClassB (4) Regulated Recyclable Material (RRM) Transporter License

Transmittal Number

Facility ID (if known)

B. Amendments

Amendment to Hazardous Waste Transporter License or Precious Metals Class B (4) Regulated Recyclable Material (RRM) Transporter License

Provide a complete description of all proposed amendments to the current hazardous waste transporter license or the current Precious Metals Transporter License.

In section A, provide existing license language. In section B, provide the proposed amendment.

Attach additional sheets if necessary.

A. Existing text in current license - enter the information as listed in the current license:

Name of the Licensee
Mailing Address
City/Town State Zip Code
Facility or Office Address
City/Town State Zip Code
Mass License Number
Effective Date
Expiration Date
EPA I.D. Number
Contact Person
Phone Number

B. Proposed new or replacement text - enter information that has changed:

Name of the Licensee
Mailing Address
City/Town City/Town Zip Code
Facility or Office Address
City/Town City/Town City/Town
Mass License Number
Date Changes Will Take Effect
EPA I.D. Number
Contact Person
Phone Number



**Massachusetts Department of Environmental Protection**

Bureau of Waste Prevention – Business Compliance Division

**BWP HW 27 Permit Application**

**Permit Modification for Hazardous Waste Transporter License or  
ClassB (4) Regulated Recyclable Material (RRM) Transporter License**

\_\_\_\_\_  
Transmittal Number

\_\_\_\_\_  
Facility ID (if known)

---

**C. Confidentiality Request**

You may request in writing that the Department keep confidential part or all of any documentary material or data submitted to the Department if such material or data, if made public, would divulge a trade secret. You are advised to read 310 CMR 3.00 carefully before making such a request because only certain material or data may properly be the subject of a request for confidentiality

---

**D. Certification**

“I certify under penalty of law that I have personally examined and am familiar with the information submitted in this document and all attachments and, based on my inquiry of those individuals immediately responsible for obtaining the information, that I believe the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including possible fines and imprisonment.”

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date